

# ***Overview of the SFA LEAP/SLEAP Financial Partners Channel***

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## **Scope**

The SFA LEAP/SLEAP Financial Partners Channel (FP) is responsible for processing LEAP/SLEAP applications from the States/Territories. The Office reviews the application on-line and accepts or rejects it. The Financial Partners Channel will include comments on the applications to States/Territories that list the reasons for rejection. Rejected applications are amended on-line by the States/Territories and re-submitted to the SFA LEAP/SLEAP Financial Partners Channel for review.

## **Policy**

The SFA LEAP/SLEAP Financial Partners Channel is responsible for notifying States/Territories of the application period for the LEAP/SLEAP programs. During the March - April time frame of each year, the Financial Partners Channel will send an E-mail to all participating States/Territories notifying them of the requirement to submit their LEAP/SLEAP Applications to the Financial Partners Channel. This notification is posted in the Federal Register.

## **Responsibility**

N/A

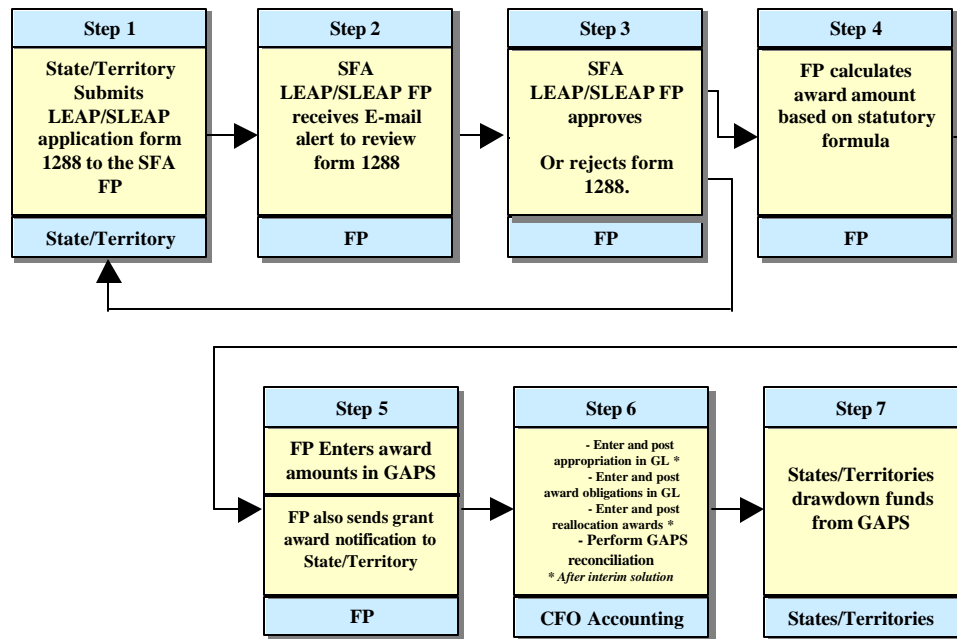
## **Distribution**

## **Ownership**

N/A

## Activity Preface

All LEAP/SLEAP funds are appropriated and allotted on an annual basis; the award year is from July 1st - June 30th. The following diagram depicts the process flow for the LEAP/SLEAP Application Form 1288:



The SFA LEAP/SLEAP Financial Partners Channel is responsible for additional steps that include:

- State Notification of the LEAP/SLEAP Application period
- Computation of estimates for awards
- Receipt of Application Certification
- Maintenance of the State Forms on File Table
- Maintenance of Business Rules Table
- Award Calculation
- Maintenance of the Award Notice table

- Award Notification
- Determination of “unused funds” and fund reallocation
- Receipt of Performance Report Certification
- Performance Report Review
- Reconciliation of Expenditures with Performance Report

*The steps above are described in more detail:*

**State Notification of LEAP/SLEAP Application Period:** The Financial Partners Channel is responsible for notifying States/Territories of the application period for the LEAP/SLEAP program(s). This notification is posted in the Federal Register.

**Receipt of Application Certification:** The Financial Partners Channel cannot approve an application and calculate award amounts for a State/Territory until it receives the signed certification page of the LEAP/SLEAP application. The office will be responsible for finalizing acceptance of the application upon receiving the certification page. An E-mail is generated that alerts the States/Territories about their report’s status.

**Maintenance of the State Forms on File Table:** The Financial Partners Channel keeps forms on file that are submitted by States/Territories as supporting documentation for Section E (Determination of Substantial Financial Need of Students) of the application.

**Maintenance of Business Rules Table:** Each state’s allotment is based on its relative share of the total national population of “Students eligible to participate” in the LEAP program. If LEAP/SLEAP appropriations are below 1979 levels (\$76,452,287), each state is allotted an amount proportional to the amount of funds it received in 1979. If LEAP/SLEAP appropriations are above 1979 levels, each state is allotted an amount based on eligibility and the award formula. Also the population base year, titles, and suffixes can be updated.

**Award Calculation:** LEAP awards are calculated based on eligibility and the statutory formula. SLEAP awards are calculated based on eligibility and the defined SLEAP formula. Calculations are completed only once after the FP office receives and approves all LEAP/SLEAP applications.

**Award Notification:** The LEAP/SLEAP Oracle extension will generate a Notification of Awards report that is in the layout of the Grant Award Notification form. The Financial Partners Channel will produce award notices and send them to the States/Territories.

**Fund Reallocation:** The Financial Partners Channel is responsible for managing the reallocation of unused funds to eligible States/Territories. As the end of the award year approaches, the Office will use the Status of Funds report and contact with the States/Territories to determine unused, available funds and the States' or Territories' ability to use additional "current" year funds. The LEAP/SLEAP system will perform the reallocation after the FP Manager recalculates award amounts. The LEAP/SLEAP system will also generate a report that follows the layout of the Award Notification form and include adjustment information. The FP will generate and send award notices of adjustments.

**Receipt of Performance Report Certification:** The SFA LEAP/SLEAP Financial Partners Channel requires a signed certification page of the LEAP/SLEAP Performance Report. The Office will be responsible for finalizing acceptance of the Performance Report upon receiving the certification page. An E-mail is generated that alerts the States/Territories about their report's status.

**Review Performance Report:** The Financial Partners Channel is responsible for reviewing all submitted performance reports from the States/Territories. The Office reviews the performance report on-line and accepts or rejects it. An E-mail is generated that alerts the States/Territories about their report's status. The Office will include comments on the forms to States/Territories and list the reasons for rejection. Rejected Performance Reports are amended on-line by the States/Territories and re-submitted to the SFA LEAP/SLEAP Financial Partners Channel for review.

**Reconciliation of Expenditures with Performance Report:** The Financial Partners Channel will reconcile expenditures with data from the Performance Report submitted by the States/Territories.